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STATE OF NEW JERSEY
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September 25, 2017
NOTICE OF JOB VACANCY
#17-206

A temporary employment services opportunity currently exists within the Department of Law and Public Safety, Victims of Crime Compensation Office, for applicants who meet the requirements specified below:

TITLE: Special Services
SALARY: \$24.75 to \$28.14 per hour
LOCATIONS: Victims of Crime Compensation Office
50 Park Place
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: Three (3)

DUTIES: Under the supervision of the Director, Victims of Crime Compensation Office, or other supervisory official within the Department of Law and Public organizes and conducts basic, introductory training courses, classes and workshops for the purpose of providing outreach services and improving employee and/or organizational goals, objectives, and performance; does other related duties.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of experience organizing and conducting employee training programs such as new-hire orientation, in-service, refresher, or other similar training and development classes/courses; or one (1) year of teaching experience in elementary school through college which shall have included curriculum development and/or the organization of learning programs.

NOTE: Applicants who do not possess the required education may substitute work experience on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: Positions will be filled on a part-time, temporary basis. Candidates selected to fill vacancies will be limited to 944 work hours in a fiscal year.

PREFERENCE: Preference will be given to applicants who possess a Master's degree in Social work or with a Bachelor's degree with a major course of study in the social sciences or in criminal justice. A copy of your transcript must be provided to receive any preference.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only.

If interested, please send a cover letter indicating job vacancy #17-206 and current resume before the closing date of October 9, 2017:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

